

A template for a team contract follows. You may modify it to fit your team needs and preferences. Be sure to provide adequate detail to inform people of expectations and to provide a basis for evaluating teamwork and resolving differences. When your contract is completed submit it to your lead instructor before your first instructor/team meeting. Plan to allocate some time at the first instructor/team meeting to review/revise this document prior to its finalization.

## **Team Contract**

### **Section 1: Team Name and Mission**

**Team Name:** Autoclave Experts

***What is the mission of your team in 1-2 sentences?***

To create and validate a load application device for autoclave fatigue testing.

### **Section 2: Membership**

***Who are the team members?***

Titus Hansen, Tyler Jones, Kevin Brewer, Larry Schwab, Bahram Sobbie

***What consultants/mentors/instructional staff are associated with this team?***

**Mentor:** Nick Shaber

**Instructor:** Steve Beyerlein

**Client:** Bob Stephens

**Consultants:** Bill Magnie

### **Section 3: Roles and Responsibilities**

***Who will be in charge of your budget?***

Larry Schwab

***Who will be the primary client contact?***

Kevin Brewer

***Who will organize team meetings?***

Tyler Jones

***Who will be in charge of keeping team documentation?***

Team effort

***What other roles are critical to team success?***

**Scheduling:** Titus Hansen

**Wiki Overlord:** Tyler Jones

**Secretary:** Bahram Sobbi

***How will roles be selected/assigned?***

Volunteer basis

#### **Section 4: Team Relationships**

**Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.**

***Members will...***

Maintain a supportive project atmosphere. Maintain communication with other team members.

***Members will NOT ...***

Put down other team members.

#### **Section 5: Joint Work**

##### **5a. Purposes of Joint Work**

**Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.**

***Members will...***

Attend majority of meetings and contribute equally to the success of the project.

***Members will NOT...***

Cut communication and miss meetings.

##### **5b. Team Meetings**

**Team meetings are an important example of working together.**

***\* Where and when will the team meet?***

Daily meetings during class period (11:30am-1pm) at EP 103.

***\* What components are required in team meeting agendas?***

Date, meeting identification, old business, current business, future business.

***\* How will meeting minutes be taken/circulated?***

Team minutes template will be used for all meeting minutes. These minutes will be circulated using the team cloud drive.

**Section 6: Individual Work**

**Team members are expected to work alone in many cases to complete work important to the team.**

***\* How will work assignments be made?***

Group consensus based on team member strength.

***\* How will quality expectations be established and verified?***

Established by client needs and verified by peer review from other team members.

***\* How will due dates be established and verified?***

Group consensus with respect to realistic timeline of project goals.

***\* How will status of work in progress be communicated?***

All material will be uploaded to shared cloud drive for clarity and ease of access. Gantt chart will be maintained weekly.

**Section 7: Documentation and Communication**

**The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.**

***\* What individual documentation will be kept?***

Logbooks

***\* What team documentation will be kept?***

Gantt timeline, meeting minutes and agendas, team project learning, project research

***\* What is the process for communicating with other team members?***

Group email chat will be maintained as primary method of communication.

***\* What is the process of communicating with your client/outside stakeholders?***

Primarily email, with periodic face-to-face meetings.

### Section 8: Conflict Resolution

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.

*\* What process will be used to address conflicts?*

Group mediation during meetings.

*\* How will team dynamics be communicated to instructors/mentors?*

Unresolvable conflicts will be brought to the attention of the instructor.

### Section 9: Amendments

*\* Where will this team contract be kept?*

Shared team cloud drive.

*\* How often will the contract be reviewed?*

Periodically after each snapshot event.

*\* How can the contract be amended?*

During team meetings with all members present and a 4/5 majority vote.

### Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date